

# Chief Returning Officer Report:

Spring 2013

*VUSAC, VCU, VCC, BOR Elections*

CRO: Ashley Quan

## **EAC Membership**

### *Voting Members*

CRO: Ashley Quan

Faculty Representative: Professor Sheila Cook

Faculty Representative: Professor Marcel Danesi

Office of the Dean of Students: Samantha Hartlen (CLC)

Office of the Dean of Students: Scott Johnston (Assistant Dean of Students)

Alumni Representative: Rob Rubbini

VCU Commuter Representative: Julia Culpeper

VCU Commuter Representative: Samantha Parks

VCU Residence Representative: Andrea Bracaglia

### *Assessor Members*

VUSAC President: Shoaib Alli

ACRO, Secretary: Micah Serrano

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## Election Dates - March & April 2013

S	M	T	W	T	F	S
March 3	4	5	6	7	8	9
	<b>Nominations Open</b> 9:30 AM	<b>Elections Info Session</b> 11 AM, Cat's Eye		<b>Elections Info Session</b> 1:15 PM, Cat's Eye		
10	11	12	13	14	15	16
			<b>Nominations Close</b> 5:30 PM  <b>All-Candidate's Meeting</b> 9:00 PM, Commuter Lounge  <b>Campaigning Begins</b> After ACM		<b>Candidate Statements Due</b> 5:30 PM	
17	18	19	20	21	22	23
		<b>Poll Clerk Meeting</b> 9:15 PM, Cat's Eye	<b>VOCA Dinner/Town Hall</b> 6:00 PM, Cat's Eye  <b>Campaigning Ends</b> 11:59 PM	<b>Voting Begins</b> 12:01 AM, voting.utoronto.ca	<b>Receipts and Budgets Due</b> 5:00 PM	
24	25	26	27	28	29	30
	<b>Voting ends</b> 5:00 PM  <b>Candidates Contacted w Results</b> 5:00 PM		<b>Appeals Period Ends</b> 5:00 PM		<b>Results Posted</b>	
31	April 1	2	3	4	5	6
	<b>Outgoing VUSAC Dissolved</b>				<b>VUSAC Meeting</b> 9:15 PM	<b>New Leader Day</b>

## **Preface**

This was the sixth VUSAC elections since the establishment of an external CRO position in April 2010 (instead of the former system of having the VUSAC President and VPI act as CRO and ACRO, respectively), and my first acting as CRO.

By all accounts, this was one of most tumultuous elections in recent memory, given both the 11th hour decision by VUSAC to have a referendum to ask Vic students whether or not they wanted to divert fees paid to the UTSU towards Vic and VUSAC, as well as three disqualifications (one of which was upheld by the EAC) based on behavioural misconduct instead of the usual technical or financial disqualifications. Many of the improvements I'd wanted to make to the electoral system went unattended to as most of my time and attention were diverted to these issues, and I discovered as they happened that many situations were not accounted for by the current system. This was unfortunate, yet hopefully with this report and with the experiences of the Victoria students who went through this election, a more comprehensive and fair electoral system can be produced.

There was certainly a great deal of criticism of the decisions that I - and later the EAC - made, but I stand by them given the situation and the information available to me at the time, and believe that the "sober second thought" system of the EAC works. However, there is certainly room for improvement, which I go into through this report.

## **Pre-Nomination Period**

I was hired by VUSAC on February 15, the Friday before Reading Week, when elections were slated to begin on February 25, the Monday after Reading Week. Given the incredibly short timeline, the lack of a report from the previous CRO, the non-existence of a standing Elections and Appeals Committee from the fall, the fact I was not living in Toronto at the time, the constitutional need for an EAC meeting to approve the dates and rules before the elections began and the difficult meeting during Reading Week would pose, I decided to move the beginning of the elections period down a week until March 4.

I held my first EAC Meeting on March 2, where we discussed dates and rules. The rules went largely unmodified from previous years, apart from expanding online campaigning a little and adding the ILC Catriona Brennan to the list of poster authorizers. The dates given to me by VUSAC were adjusted accordingly given a later start than anticipated and the need to wrap up elections before the final VUSAC meeting.

Recommendations:

1. The Constitution states in ByLaw 8, S3, ssd, that the CRO should be hired four weeks in advance of the planned opening of nominations, and I highly, highly recommend that the judiciary follows this. It is incredibly difficult to assemble an EAC, assess the current state of

the electoral system, decide what needs to be done (and do the work to actually change it), and book all the requisite spaces with less than two weeks. This will become even more imperative as I foresee the electoral system needing a bit of an overhaul before the fall elections begin.

2. Critically evaluate the rules, but also speak to former CROs before changing ones that don't seem to make sense. Some of the rules don't make sense upon closer investigation, especially ones regarding online campaigning - social media has changed so much since the rules on them were created. However, many of them were created for a good reason in response to events that happened in previous years!

## **Nomination Period**

The nomination period was 7 business days long, a few days shorter than the period in 2012. I received a total of XXXX nominations: -----. No one ran for Clubs or Scarlet and Gold, and thus VUSAC will have to hold a by-election for these positions in the fall. As per the Constitution (section xx subsection xx), the President is thus assigned these portfolios over the summer, and can delegate them however she wishes.

The second EAC Meeting was on March 8 after VUSAC voted to hold a referendum so that we could determine specific rules of conduct to govern the referendum, since it was expected to be controversial. As this was only a few days before nominations closed, there was not a great deal of time or opportunity to disseminate the rules and allow people time to form campaign committees. More information about this can be found in the 'Referenda' section of the report.

I held the All-Candidates Meeting in the Commuter Lounge, and had a thorough review of the election and referenda rules, and handed out the Market Value sheet and a sample budget. All candidates and representatives of referenda campaign committees showed up, so I did not have to disqualify anyone for non-attendance. The candidates asked lots of great questions about the rules, and many of them had run in previous elections and were well-informed about the process.

### **Recommendations:**

1. Since many candidates showed up to the meeting with posters and material for me to sign and asked me about budgets and the Market Value sheet during the nomination period, I recommend that the Market Value sheet and sample budget be included in the nomination package, so candidates have all the information available to them as early as possible.
2. Use all available resources at your disposal to promote nominations. In my experience, many candidates (including myself, when I had run for VUSAC in previous years) run because someone tells them they would make a great representative. Talk to people who are

already somewhat involved to encourage people they know who would be good candidates - VUSAC members (especially those who run committees!), levy heads (the Cat's Eye Subcommittee in particular has had many of its members in student government), club heads and dons (who can reach many students who are not already involved). While this was not really a problem this year, it's also a good way to personally address the "no endorsement" rule with them. As well, if you have time, try to visit Vic One and first year seminar classes (or at least email professors and have them talk to their students).

## **Campaigning Period**

Rule adherence  
Town Hall  
Online forum

I ran into some technical issues when setting up the voting system for voting.utoronto.ca I did not account for the character limit on voting.utoronto.ca in regards to the referenda questions - this is accounted for by the 200 word character limit on candidates' statements, but no such limit currently exists for referenda questions. By the time I figured this out, it was far too late for new referenda questions to be passed by VUSAC, so I uploaded PDF versions of the questions to the VUSAC website and put links to the questions in the description box given to me by the voting.utoronto.ca system.

Recommendations:

1. Create a word limit for referendum questions that is constitutionalized if you intend to continue using voting.utoronto.ca, or warn levies in advance that their entire question won't show up on the ballot.

## **Voting Period**

The voting period officially began at midnight on March 21.

"No" vote  
Poll Clerks

Recommendations:

1. Amend the Constitution to require the CRO to include a "no" vote on the ballot to be consistent with referendum rules.
2. Address inconsistencies within the Constitution regarding when VUSAC is automatically dissolved.
3. Figure out a better use for poll clerks.

## **Elections and Appeals Committee**

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### **UTSU Fee Diversion Referendum**

At the open VUSAC Meeting on March 1, VUSAC voted to add the referendum question “All full time undergraduates currently pay \$x per semester to the Students’ Administrative Council at the University of Toronto. Are you in favour of full time undergrads at Victoria College henceforth paying this fee to the VUSAC instead?” to the spring ballot (at the meeting on March 15, VUSAC passed a new referendum question since the original question lacked sufficient detail and was inaccurate; this can be found in Appendix VIII). As such, I approached the EAC to create a set of rules for the referendum, since very few rules existed and we predicted that given the contentious nature of the referendum, we would need an entirely new referendum charter (found in Appendix IV).

The EAC met on March 8 - rather late given the nominations period closed on March 15, but the only time we could all meet to discuss it at length. I created a working charter based on the current VUSAC Election Operating Policy (see: Appendix I) and Election Package (see: Appendix III), existing referendum rules in the constitution and past precedent, referendum charters from other schools and colleges (in particular, SMCSU and TCM), and added additional rules to reflect the unique situation of Victoria College. I presented this to the EAC at the meeting and we discussed and modified the rules based on our predictions of how the referendum would go.

The EAC, in accordance with other referendum charters, decided to create advocacy committees, which had to register by the last day of the nominations period (March 15). Committees were the body through which all campaigning was to occur in order to control the flow of information and the conduct of individuals involved. They were given platforms to speak at the Town Hall and via the Facebook group created for the elections.

Every individual participating in the campaign needed to be registered to a committee, although they could continue to register to campaigns after the nominations period was closed, provided a committee existed by the 15th. This proved to be an issue late in the campaign when an individual approached me wishing to campaign against fee diversion, but a “no” committee was never registered, so I did not permit it.

The campaign committees membership was limited to full-time undergraduate members of the VCU - no alumni, other U of T students or non-students were permitted to campaign.

This rule was instituted because we felt it was important that the only people involved in this campaign were people who it would directly affect - i.e. those whose fees would change. In retrospect, individuals who were full-time VCU members could still have a stake in some capacity in the levy increase referendums, we should have included a caveat to allow those individuals to campaign for Humanitas, WUSC or VCDS. However, this was not really an issue that came up.

Dons and other employees of Victoria University, in accordance with the policy of the Dean's Office in regards to their employees participating in student politics, were not allowed to actively campaign for the referendum. This also had implications upon the levy referendum, as many members of the various levies also worked for the university.

Committees could register as a "yes" committee, a "no" committee, and a non-partisan, information propagating committee. At first, we wanted to only allow one of each to prevent the proliferation of committees to circumvent the campaign budgets, but given we required a 10-person minimum in order to register, we felt that would be a sufficient limit upon too many committees.

It is worth considering whether or not a 10-person minimum is too high and too restrictive, as no "no" campaign was ever registered. The lack of a "no" committee may have also had to do with a lack of time (there were only 3.5 business days open for campaigns to register) and a lack of advertisement (the referendum charter was posted on the VUSAC website and openings for campaign committees were advertised through the listserv and Facebook group, but no poster advertisements were put up). It was suggested to me that I should have done more to actively recruit individuals to a "no" campaign; while I do think more could have been done to advertise, I do not believe it is within the scope of the CRO's position to contact people who have not already contacted me with their interest in running or campaigning.

Overall, there was a lack of campaigning in general around the UTSU fee diversion referendum. I can only really speculate as to why: the timeline, less advertising than I would have liked, a lack of a "no" campaign (or any other campaigns other than the "yes" campaign), the disqualification of one of the most prominent members of the "yes" campaign halfway through (who was later reinstated), some sort of apparent confusion surrounding whether or not the "yes" campaign was allowed to continue campaigning while one of their members was disqualified (which I only heard about after the election was over), and apathy on the part of VCU students. The campaign coordinator for the "yes" team, Dylan Moore, had a change of heart in regards to fee diversion, and used his time during the Town Hall to talk about his concerns about the practicality and feasibility of fee diversion at the time, and posted a Facebook note on the topic shortly before the campaigning period closed.

At the last VUSAC meeting before the elections on March 14, concerns were brought up by



members that a small group of VCU students would turn out to the elections and dictate to the rest of the college what should happen in regards to the UTSU. Article V, S13, ssd of the VUSAC Constitution states that in order for a referendum to be binding upon the VUSAC, a majority of 15% of the VCU must vote in favour of the said referendum question. Results which favour the question with a majority but do not reach the 15% mark are not considered binding, and VUSAC has the discretion to decide what to do with the referendum question.

In previous years, certain referenda that passed but were non-binding were then passed by VUSAC at their final meeting: namely, after the VicPride! levy referendum in 2011, which had a 11.38% turnout and a majority voting in favour of the levy creation, VUSAC voted in favour of making VicPride! a levy (see: Appendix X and VUSAC meeting minutes from March 30 2011).

At the March 14 meeting, VUSAC passed a motion to increase the minimum threshold to 15% of the VCU voting in favour in addition to a simple majority (i.e. if 20% of students turned out, and 75% of that group voted in favour - i.e. 15% of the total VCU - it would be binding). However, as they did not follow the requisite constitutional amendment procedures outlined in ByLaw 3, S1, sse, the amendment was not considered to have taken effect.

Regardless, the turnout did not meet either the original 15% turnout threshold nor the proposed 15% in favour/30% turnout, so the decision was turned over to VUSAC. 381 votes were cast out of a potential 3188 full-time Victoria College students (11.95% voting rate), with 233 yes (61%), 128 no, and 20 spoiled (full chart can be found in Appendix II). Out of available data for the last seven years of elections (see: Appendix X) this was the highest percentage turnout for referenda since 2008, and much higher than the Goldring Center fee referendum in 2009. In order to reach the 15% benchmark, 478 people would have needed to vote (an extra 97 votes). Had all those 97 people voted no, the split would be 233 yes - 225 no - 20 spoil (thus giving the yes votes a plurality, but not a majority).

Ultimately, at their April 5 meeting, VUSAC decided that the fees would be diverted from the UTSU to VUSAC in a “non-binding manner”. For more details of the discussion, please refer to the minutes from April 5 on [vusac.ca](http://vusac.ca). It is my understanding that the UAB has currently refused the request to divert fees, but as this is out of the scope of my position and report, I cannot go into it further.

## **Disqualifications**

Recommendations:

1. Allow students who have been disqualified to continue campaigning until their appeal period ends or their appeal can be heard, unless the grounds for their disqualification is

slandrous campaigning (and thus, allowing them to continue campaigning would damage another candidate's campaign). There is little harm done if they are allowed to campaign and their disqualification is upheld, but a potential for a great deal of harm if they lose out on several days of campaigning and their disqualification is overturned by the EAC.

## **Official Results**

## **Conclusion**

I wrote the thank yous before I wrote any other part of this report because I firmly believe that no election can ever be accomplished by one person alone. I owe many people a great debt of gratitude for their assistance and dedication to student government and the electoral process:

To all the candidates and referendum committees, who all showed a great deal of passion and enthusiasm for Vic and student government, asked lots of great questions, and ran remarkably well-informed campaigns. Regardless of whether or not the election results were in your favour, I hope you take this boundless spirit and use it to make the college a better, more inclusive, more positive place to be.

To all the poll clerks, who gave up hours out of their tight schedules for their shifts and show up to poll clerk meetings. Your willingness to help run the elections despite not having a stake in the outcome is a testament to the sort of place that Vic is and can be.

To the members of the Elections and Appeals Committee, who attended long meetings at short notice all over Vic at all times of the day and responded to my (many) emails. Your wisdom, counsel and commitment to a fair, positive and equitable election environment were invaluable.

To the Cat's Eye, for the generous use of their space and assistance in setting it up, to VOCA for the town hall dinner, and to the Fencing Club for giving up their booked space to the elections.

To Rob Rubbini, for his vast institutional memory, willingness to discuss the election with me at length at all times of the day (or usually, night), excellent advice, and constant reminders of the necessity to act with my head instead of my heart. Your presence (and incredibly detailed charts) will be missed in future elections.

To Shoab Alli and the rest of VUSAC, for their counsel, assistance, enthusiastic engagement with both the elections and the issues and most importantly, concern that they were doing right by the students of Victoria College.

To Evan Wallis, for his unfailing support, advice and friendship when I needed it most.

To all the former CROs - especially Naafia Mattoo - who answered my questions, dredged up results from years past, provided advice, and in general demonstrated that VUSAC is like The Eagles' Hotel California: you can check out any time you like, but you can never leave.

Finally: congratulations to all the new members of VUSAC and the governing councils! I hope that you take this great opportunity to create a positive environment for student life, and utilize all the many resources at your disposal. You have a large task ahead of you next year, and I am confident that you will handle it with aplomb. Working on student government is a wonderful experience, and I hope you learn a lot and have fun.

Future CROs are more than welcome to contact me at [ashley.l.quan@gmail.com](mailto:ashley.l.quan@gmail.com) with questions, for advice, or just because they need to scream at something for a long time because...elections.

All the best,

Ashley Quan

# Appendix I: Operating Policy

## Victoria University Students' Administrative Council (VUSAC)

### Elections Operating Policy

S1) This document serves to advise the Chief Returning Officer and Elections and Appeals Committee on matters concerning VUSAC elections and campaign rules.

#### S2) Candidates' Meetings and Statements

ssa) A meeting shall be held by the CRO with all candidates on the same business day as nominations close, immediately after nominations close:

i) The CRO shall have received all candidate statements by this time. Candidates who miss the all-candidates' meeting risk disqualification.

ii) The CRO shall set a deadline for the receipt of candidates' statements and shall publish them at the expense of the VUSAC for distribution at all polling stations on election day.

iii) Candidates running for VUSAC president shall be allowed 200 words for their statements. All other candidates shall be allowed 100 words for their statements.

ssb) During Candidate Forums, questions from outside of the VCU shall be fielded at the discretion of the CRO.

#### S3) Polling Regulations

ssa) The CRO is responsible for the supervision of all polling officers and ensuring that each polling officer is aware of all rules and regulations. All polling officers must be students of Victoria College as stipulated in Article II of the Constitution. The CRO shall draw up a list of polling officers complete with student numbers, signatures and initials prior to election day. A copy of these shall be made available to each member of the Judiciary.

ssb) No polling officer shall remain at a polling station for more than four hours at a time.

ssc) No polling officer shall attempt to influence the decision of the voter. Failure to comply may result in the immediate disqualification of his or her candidate.

ssd) Each candidate is responsible for providing three polling officers and failure to do so may result in immediate disqualification from the election. If there exists an insufficient number of polling officers, nominees and members of the VUSAC may be asked to provide additional polling officers.

#### S4) Campaigning Rules

##### ssa) Campaign Spending

i) Presidential candidates may not spend or have spent on their behalf more than one hundred dollars.

ii) Candidates for all positions other than the VUSAC President may not

spend or have spent on their behalf more than twenty-five dollars.

iii) Goods and services received free or at a discount shall be included at their estimated market value as determined in advance by the CRO. Services contributed by students shall not be included.

iv) All candidates are required to produce receipts for expenditures by 5:00 p.m. the day the campaign ends. Candidates for the position of the VUSAC President shall subsequently be reimbursed for 50% of their campaign expenses, up to 50 dollars.

v) Any candidate who exceeds the spending limit will be immediately disqualified from the election.

ssb) Campaigning through the VUSAC caucus list or through the list-servs of any VUSAC-recognized club is not permitted.

ssc) Candidates may place no more than one poster per residence floor and only in the designated poster areas.

ssd) Candidates may place no more than ten posters in each of the following buildings: Birge-Carnegie, Old Vic, Northrop Frye, and Sidney Smith Hall. Poster exceeding these limits shall be destroyed and may result in the disqualification of the candidate.

sse) No candidate shall remove the campaign literature of other candidates.

ssf) Slanderous campaigning by a candidate shall result in his or her immediate disqualification.

S5) Voting apparatus shall be placed in the following locations according to the following schedule for all voting days:

ssa) Birge-Carnegie 10:00 a.m. – 5:00 p.m.

Burwash Dining Hall 11:00-2:00 p.m.; 4:30 p.m. – 7:30 p.m.

Northrop Frye Hall 10:00 a.m. – 4:00 p.m.

S6) In the event of a two-way tie, the candidate shall be selected by lot in a public space, to be adjudicated by the CRO and the Elections and Appeals Committee.

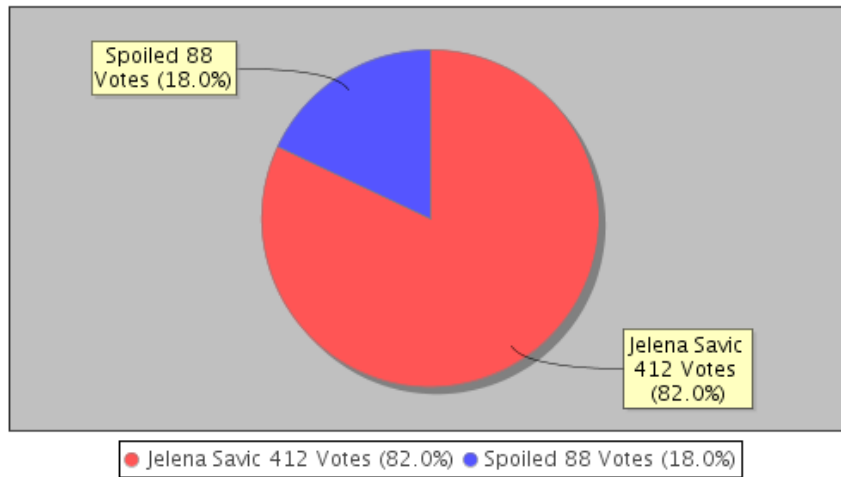
S7) The CRO shall make a reasonable attempt to notify all candidates personally before announcing results.

S8) The CRO shall undertake to publicize the results of the election, including the number of votes received in favour of each candidate, by directing news releases to appropriate parties and by posting notices on bulletin boards.

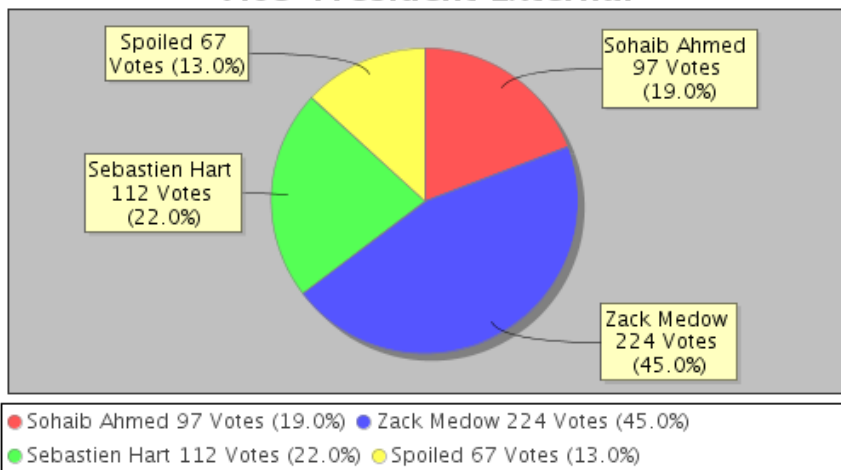
S9) All ballots must be destroyed by the CRO after 48 hours after the termination of counting unless otherwise notified by the Elections and Appeals Committee

## Appendix II: Official Results

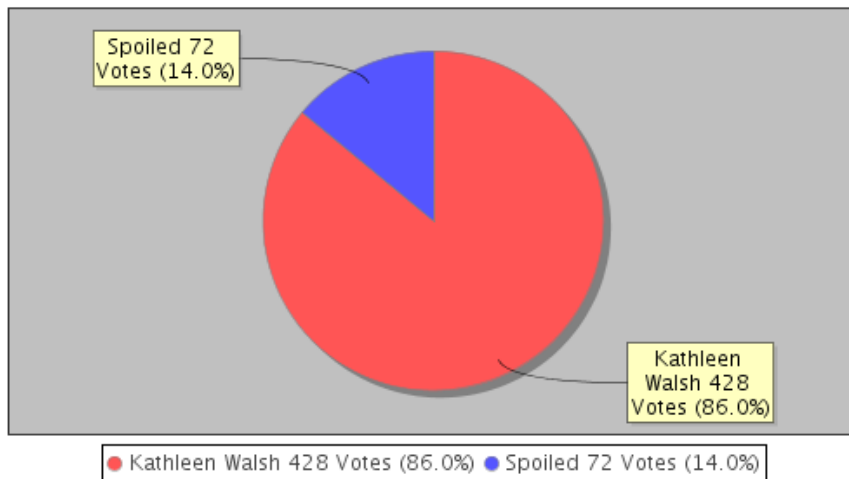
### President



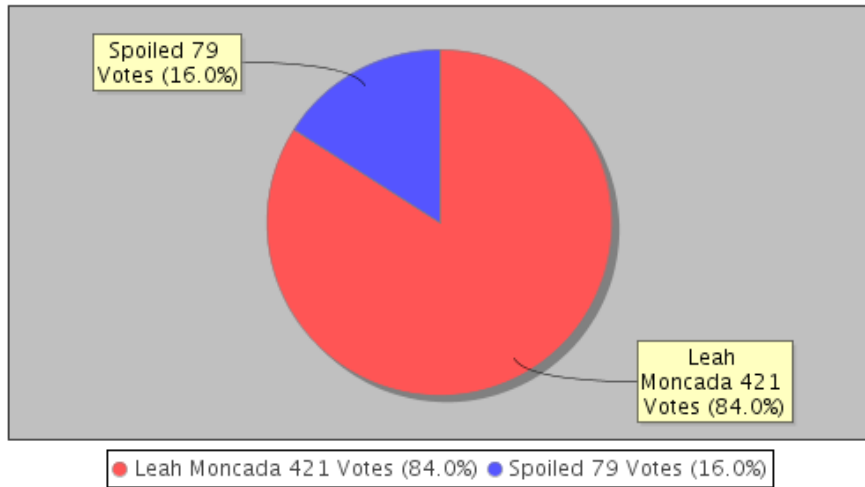
### Vice-President External



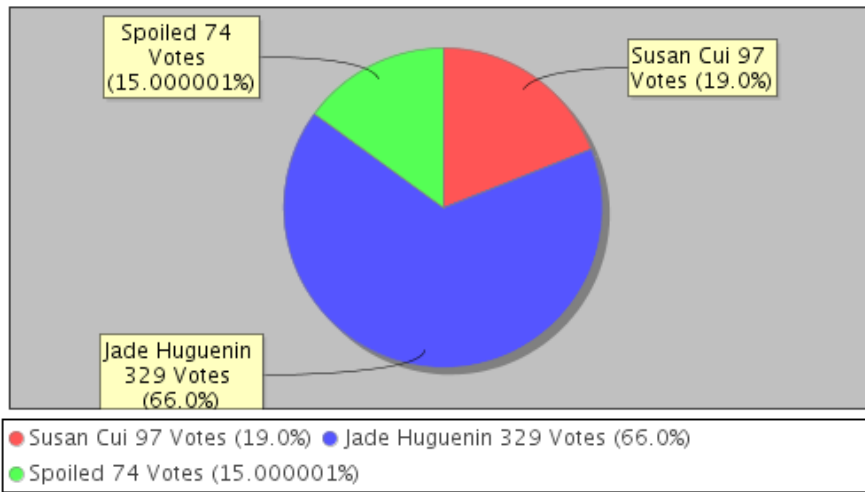
### Vice-President Internal



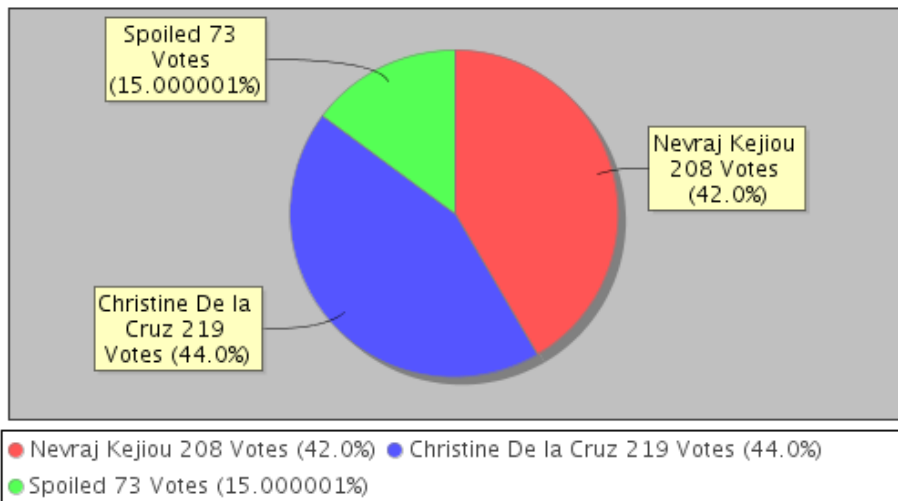
### Arts & Culture Commissioner



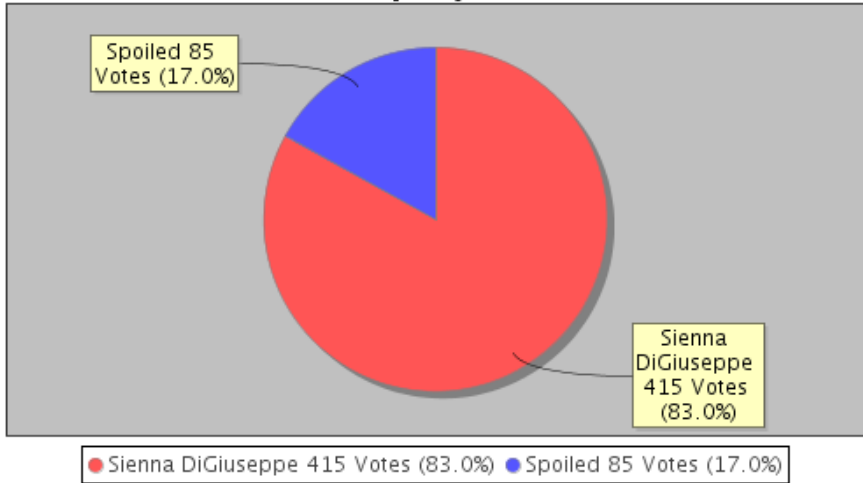
### Communications Commissioner



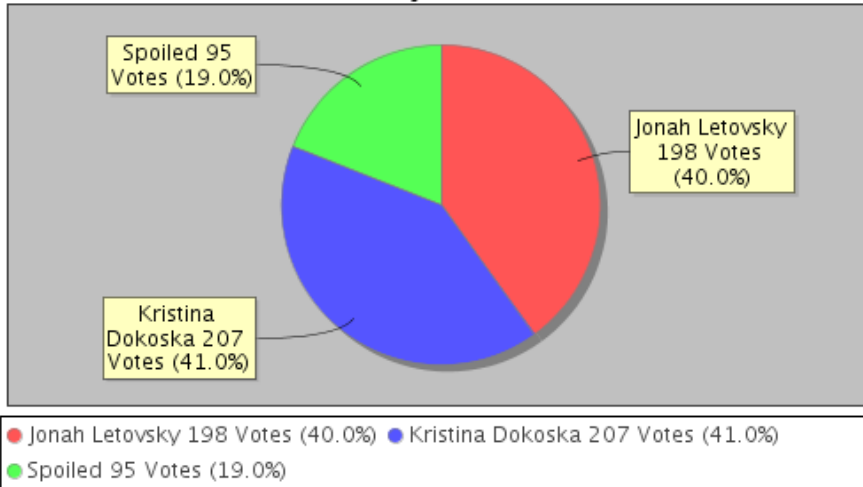
### Commuter Commissioner



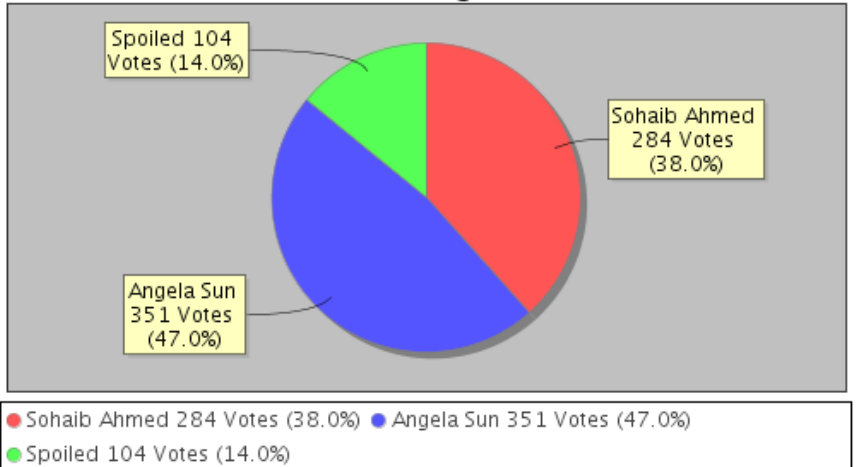
### Education & Equity Commissioner



### Sustainability Commissioner

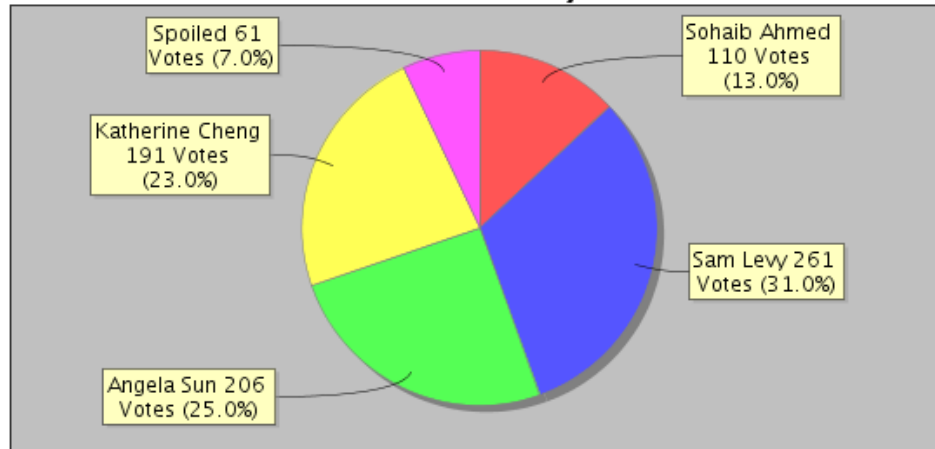


### Victoria College Council



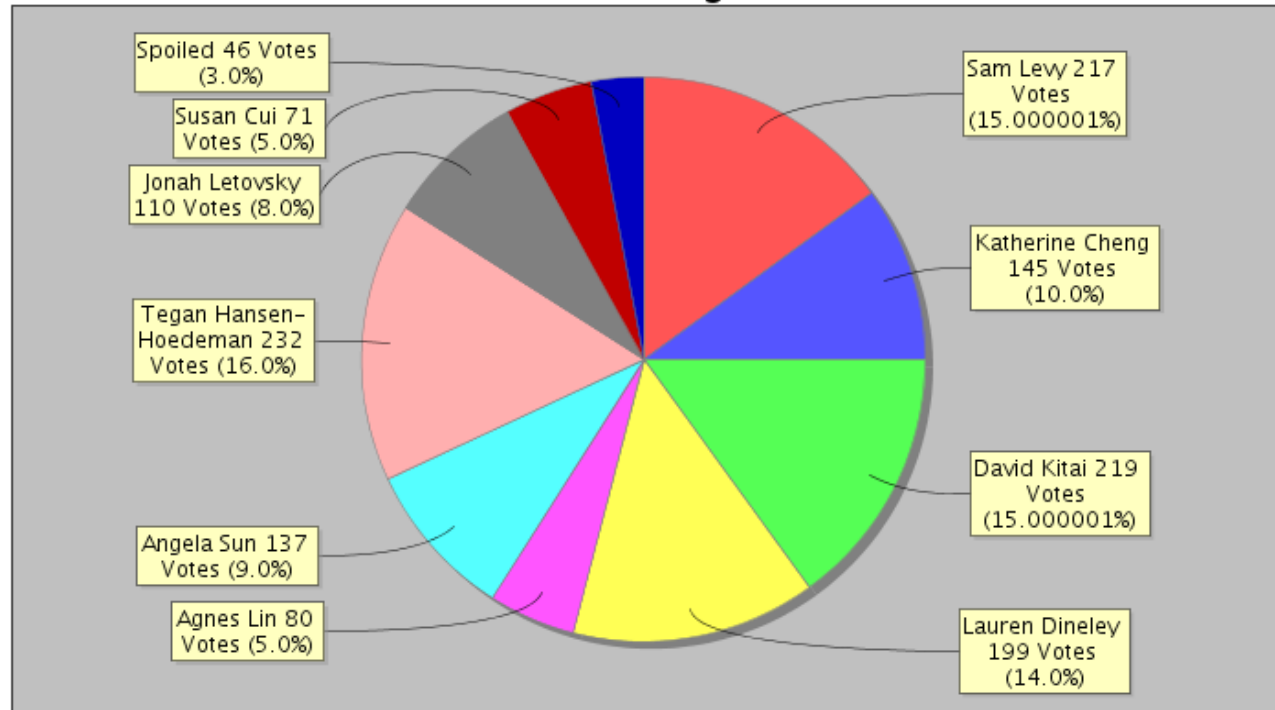


## Victoria University Senate



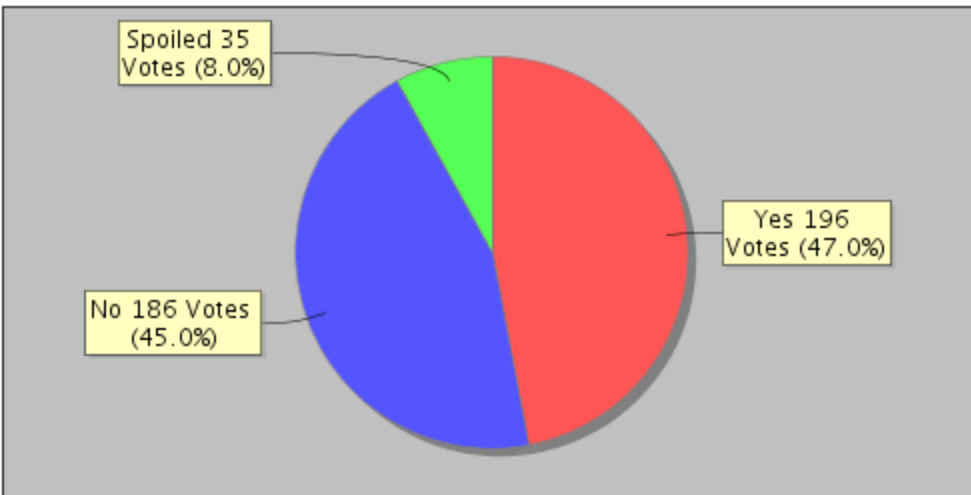
- Sohaib Ahmed 110 Votes (13.0%) ● Sam Levy 261 Votes (31.0%)
- Angela Sun 206 Votes (25.0%) ● Katherine Cheng 191 Votes (23.0%)
- Spoiled 61 Votes (7.0%)

## Board of Regents



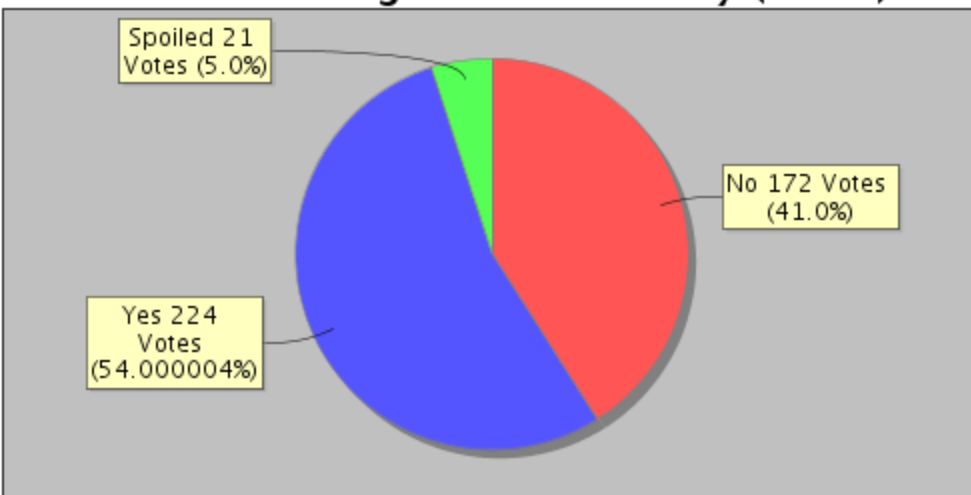
- Sam Levy 217 Votes (15.000001%) ● Katherine Cheng 145 Votes (10.0%) ● David Kitai 219 Votes (15.000001%)
- Lauren Dineley 199 Votes (14.0%) ● Agnes Lin 80 Votes (5.0%) ● Angela Sun 137 Votes (9.0%)
- Tegan Hansen-Hoedeman 232 Votes (16.0%) ● Jonah Letovsky 110 Votes (8.0%) ● Susan Cui 71 Votes (5.0%)
- Spoiled 46 Votes (3.0%)

## HUMANITAS



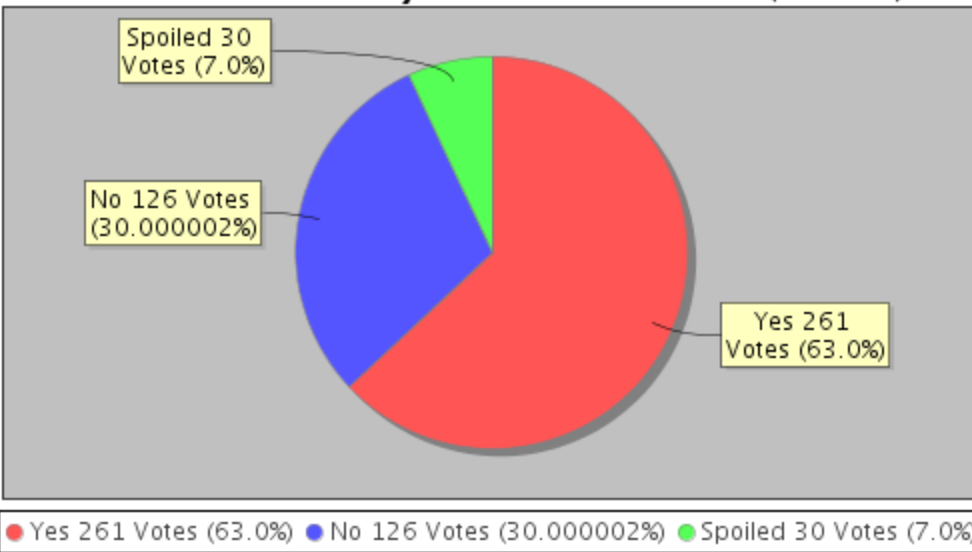
● Yes 196 Votes (47.0%) ● No 186 Votes (45.0%) ● Spoiled 35 Votes (8.0%)

## Victoria College Drama Society (VCDS)



● No 172 Votes (41.0%) ● Yes 224 Votes (54.000004%) ● Spoiled 21 Votes (5.0%)

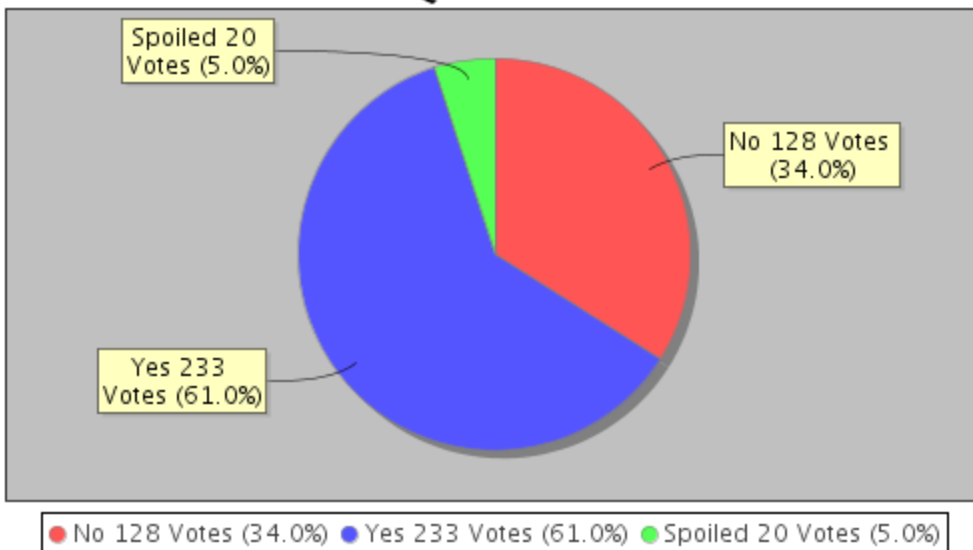
## World University Service Canada (WUSC)



## Results - Victoria College Spring 2013 UTSU Fee Diversion Referendum

381 votes were cast for this election.

### Question



## Appendix III Elections Package

# 2013 Victoria College Elections Package Nomination Information and Forms

**VUSAC Executive**

**Board of Regents**

**Victoria College Council**

**Victoria University Senate**

*Nominations are due Wednesday, March 13<sup>th</sup>, 2013 at 5:30pm in the VUSAC Office. Voting begins at 12:01am on Thursday, March 21<sup>st</sup> and ends at 5:00pm on Monday, March 25<sup>th</sup>. Questions may be directed to the Chief Returning Officer (CRO), Ashley Quan, by e-mail at [cro@vusac.ca](mailto:cro@vusac.ca).*

**Read through the entire Elections Package carefully!**

1. The following positions are open for election: **Only positions in bold are mutually exclusive; it is possible to run for a bolded VUSAC position as well as the italicized governing council positions.**

- **President**
- **Vice President External**
- **Vice President Internal**
- **Arts and Culture Commissioner**
- **Clubs Commissioner**
- **Communications Commissioner**
- **Commuter Commissioner**
- **Education and Equity Commissioner**
- **Scarlet and Gold Commissioner**
- **Sustainability Commissioner**
- *Four (4) seats for the Board of Regents*
- *Three (3) seats for the Victoria College Council, one per year of study*
- *Two (2) seats for the Victoria University Senate*

2. Fill in the attached nomination form and submit one copy to the Chief Returning Officer's mailbox in

the VUSAC office, located in Room 5a of the Birge-Carnegie building, 95 Charles St. W, no later than **Wednesday, March 13<sup>th</sup>, 2013 at 5:30pm**. Late nominations will not be accepted.

3. When collecting signatures for your nominations, ensure that they are **MEMBERS OF THE VICTORIA COLLEGE UNION (VCU)**. This includes all students of Victoria College, as well as undergraduate students who live in residence at Vic or choose to pay their VCU fees.
4. There will be a **mandatory All-Candidates Meeting on Wednesday, March 13<sup>th</sup>, 2013 at 9:15pm**. The meeting will be held in the Birge-Carnegie Commuter Lounge. Failure of candidates to attend this meeting will result in disqualification. If it is absolutely impossible for you to attend this meeting, a written statement explaining your absence must be submitted to the CRO's mailbox by **5:30pm on Wednesday, March 13<sup>th</sup>, 2013** and you **MUST** send someone in your place. This person will serve as your proxy. You are responsible for getting yourself up to speed on what was discussed at the All-Candidates Meeting through your proxy. Failure to do so may lead to warnings, strikes, and possible disqualification (see below).
5. Complete the candidate statement in 100 words or less. The CRO (Ashley Quan) reserves the right to edit the statements for length. The statements will be published for viewing online along with the ballot. They will also be published on the VUSAC website ([www.vusac.ca](http://www.vusac.ca)) and on the Victoria College Spring Elections Facebook page.
6. **The statements must be submitted electronically via email to [cro@vusac.ca](mailto:cro@vusac.ca) with "candidate statement" and "your name" in the subject line by no later than Friday, March 15<sup>th</sup>, 2013 at 5:30pm.** Any late submissions will not be included in the online ballot. Candidates are encouraged to submit a statement.
7. There will be a **mandatory Poll Clerks meeting on Tuesday, March 19<sup>th</sup>, 2013 at 9:15pm**. The meeting will be held in the Birge-Carnegie Cat's Eye. Candidates will receive one strike for every poll-clerk who does not attend the poll-clerk meeting. **If a poll clerk cannot attend this meeting, a proxy must be sent in their place. Candidates may proxy for one or more of their poll clerks. Proxies are responsible for getting poll clerks up to speed on what was discussed at the Poll Clerks meeting. Failure to do so may lead to warnings, strikes, and possible disqualification (see below).**
8. All candidates are invited to a Town Hall at the Birge-Carnegie Cat's Eye on **Wednesday, March 20<sup>th</sup>, 2013 at 6:00pm**. Candidates will be able to present themselves with a one (1) minute speech, two (2) minutes for Presidential candidates. The CRO reserves the right to alter speaking times at the Town Hall Meeting. There may be questions from the audience. This meeting is not mandatory but **VERY HIGHLY** recommended.
9. Candidates must have posters and other printed campaigning material initialled either by the CRO (Ashley Quan), the Campus Life Coordinator (CLC, Samantha Hartlen), the International Student

Life Coordinator (ISLC, Catriona Brennan) or Residence Life Coordinator (RLC, Bergita Petro). Candidates are encouraged to bring material to the All-Candidates meeting. Should a candidate have more material to be initialled, the CLC and RLC can be found in their respective offices in the Birge Carnegie building during the day. The CRO also holds regular hours in the VUSAC office from 10:00-11:00am on Mondays and 12:00-1:00pm on Thursdays. In the event that neither the CLC nor the RLC can be found, other arrangements can be made by emailing [cro@vusac.ca](mailto:cro@vusac.ca).

10. Candidates for Board of Regents should provide a photocopy of proof of Canadian citizenship (birth certificate, passport, citizenship card, etc) to the CRO by **Wednesday, March 13<sup>th</sup>, 2013 by 5:30pm.**

*Campaigning begins at the end of the All-Candidates Meeting on Friday, March 15<sup>th</sup>, 2013, and will continue until 11:59pm, Friday, March 22<sup>th</sup>, 2013. Any candidates found campaigning during the voting period will be severely penalized or disqualified. Candidates will be notified as soon as results are available. All elected VUSAC members must attend New Leader Day on April 6<sup>th</sup>, 2013 and the VUSAC meeting on Thursday, March 28<sup>th</sup>, 2013.*

Questions or concerns may be directed to the CRO by e-mail at [cro@vusac.ca](mailto:cro@vusac.ca). Good luck!

## ***Position Descriptions***

### **VUSAC**

The Victoria University Students' Administrative Council (VUSAC) serves and represents the full-time and part-time undergraduate students at Victoria College to ensure the best possible undergraduate experience. VUSAC meets every fortnight for two to three hours. If elected, you will be expected to attend VUSAC meetings regularly!

### **Executive**

The Council consists of 18 elected students; 10 Executive Positions (the President, two Vice-Presidents, Clubs, Communications, Commuter, Education & Equity, Arts & Culture, Scarlet & Gold, and Sustainability) elected in March, and 8 Members-at-Large elected in September. In addition, the Finance Chair, Secretary and Chairperson are appointed to facilitate the council's day-to-day functions.

### **Board of Regents/ Victoria College Council/ Victoria University Senate**

The framework of our governance at Victoria University in the University of Toronto is found in the Victoria University Act, which creates four governing bodies within the University: the Board of Regents; the Senate; the Council of Victoria College; and the Council of Emmanuel College.

Members of these bodies are selected by the constituency they represent, for example: faculty, alumni of

Victoria and Emmanuel College and students. The coming elections will elect students that will sit on these committees. These include:

- 4 seats for the Board of Regents
- 3 seats for the Victoria College Council (One per year of study)
- 2 seats for the Victoria University Senate

For more detailed information, check out the constitution at [www.vusac.ca](http://www.vusac.ca), email [president@vusac.ca](mailto:president@vusac.ca), or attend one of the two information sessions in the Birge-Carnegie Cat's Eye. These are scheduled for Tuesday, March 5<sup>th</sup>, 2013 from 11am-1pm and Thursday, March 7<sup>th</sup>, 2013 at 1pm-2pm.

## **2013 VUSAC Spring Elections**

### **CAMPAIGN RULES**

**CAMPAIGNING PERIOD:** Campaigning commences at the end of the All-Candidates Meeting on Wednesday, March 13<sup>th</sup>, and ends at 11:59pm on Wednesday, March 20<sup>th</sup>, 2013. "Campaigning" includes putting up new posters or banners, handing out campaign literature, and verbally promoting yourself or any other candidate. Furthermore, **campaigning during the voting period is strictly prohibited**. Candidates found in violation of these rules will be disqualified.

A candidate encouraging others to vote on the candidates' personal laptops or electronic devices qualifies as campaigning. Candidates must instead direct voters to polling stations around Vic.

**ELECTION SPENDING:** All candidates must adhere to the following rules regarding campaign spending:

- Candidates may not spend more than twenty-five (\$25) dollars on campaign materials, of which no more than ten (\$10) dollars may be spent on photocopied pages and flyers of all sizes and types.
- Presidential candidates may spend one hundred (\$100) dollars on campaign material, of which no more than forty (\$40) dollars may be spent on photocopied pages and flyers of all sizes and types. Half of their expenses (50%) up to \$50 will be reimbursed after the election period.
- Goods and services received for free or at a discounted price must be detailed and included in the candidate's official list of expenses. The CRO will value such goods and services at estimated market value and they will count toward the \$25/\$100 limit regardless of if the candidate has actually had to pay. (See: Market Value Price Sheet)
- **All candidates must provide the Chief Returning Officer (CRO) with a list detailing ALL expenses, free goods and services at their estimated market value, and dated receipts for expenses during the campaign. These are to be submitted no later than Friday, March 22<sup>nd</sup>, 2013, by 5:00pm in the CRO Mailbox in the VUSAC office. Failure to do so may result in immediate disqualification. You must submit a budget, even if you do not have any expenses. Budgetary violations are a serious offense and may result in immediate disqualification.**

**CAMPAIGN MATERIALS:** All posters or banners MUST be initialled by the CRO (Ashley Quan), the Campus Life Coordinator (Samantha Hartlen), International Student Life Coordinator (Catriona

Brennan) or the Residence Life Coordinator (Bergita Petro). Without initials, the posters will be removed immediately and candidates will be subject to penalties.

#### **POSTERS:**

- **A MAXIMUM OF ONE** (1) poster per residence floor (for RJ, MargAd, and Annesley) or house (for Upper and Lower Burwash).
  - This means you need the following numbers if you plan to put one on every floor or in every house: RJ (8), Marg Ad (6), Upper Burwash (4), Lower Burwash (4), Annesley (3).
  - Please note: Bowles-Gandier counts as ONE (1) residence house.
  - Please note: The wall facing the east Burwash Dining Hall entrance is North House
- **A MAXIMUM OF TEN** (10) posters in each of the following buildings:
  - Birge-Carnegie (including The Cat's Eye and Commuter Lounge, as well as Emmanuel College for the purposes of these elections)
  - Old Vic
- Posters may not be placed on lampposts, trees, subway stations, glass doors, and other property not belonging to the University of Toronto or Victoria University.
- Posters may not be placed in neutral zones (see below).
- A poster is defined as any campaign material attached to walls, doors, or otherwise affixed to a surface. Campaign material may be slipped under residence doors, but may not be left visible in swipe key slots or other locations.

**Random checks of postering rules will be made by the CRO and Elections and Appeals Committee (EAC). Posters exceeding these limits or outside sanctioned areas will be destroyed and will result in penalties.**

Removing or tampering with other candidate's posters is strictly prohibited and will result in immediate disqualification.

**NEUTRAL ZONES:** The following areas are neutral zones. No postering or other campaigning (including verbal campaigning) may occur in these zones:

- Pratt & Emmanuel College Libraries
- Northrop Frye Hall
- Burwash Dining Hall
- VUSAC Office, Dean's Office, and CLC/RLC Offices
- Wymilwood Café
- Dons' Rooms (including doors, bulletin boards, etc)
- Any construction sites (including Wymilwood/Goldring Centre fencing)

**ENDORSEMENTS:** Candidates are not permitted to seek out endorsements from or actively campaign with current VUSAC members, Dons, Assessor Members to VUSAC (including Levy Heads, Orientation Co-Chair, Governing Council Student Coordinators, Building Presidents, and UTSU directors), or staff members (including Food Services employees and Registrarial staff.) None of the above may appear in campaign literature, posters, or other promotional material. Any candidate found in violation of this rule will be severely penalized.



**VUSAC GROUPS AND LISTSERVs:** Campaigning through the VUSAC caucus list or through the listservs of any VUSAC-recognized group, including clubs and levy receivers, is NOT permitted. No campaigning may occur by VUSAC-recognized group members at events or activities hosted by those groups.

**ONLINE CAMPAIGNING:** Some campaigning using websites and social media is permitted:

**FACEBOOK:** Profile pictures, statuses, and notes are allowed, but the creation of personal Facebook groups, events, or pages is NOT allowed. If campaigning occurs using Facebook, candidates MUST add the CRO (Ashley Quan) as a “friend”, and tag the CRO in all election-related notes or photos. Profile pictures and statuses must be changed by 11:59pm on Wednesday, March 20<sup>th</sup>, the end of the campaign period.

**TWITTER:** All campaign-related tweets must be tagged with #VUSACElections

**FACEBOOK AND GOOGLE ADS:** Facebook ads and Google AdSense are permitted, but the wording must be emailed to the CRO (Ashley Quan) in advance, and the cost included in campaign spending submitted to the CRO.

**PERSONAL WEBSITES:** Personal websites are permitted, but they cannot be linked to any Victoria University affiliated club, levy, or organization. Hosting costs (if any) must be included in a candidate’s campaign spending submitted to the CRO.

**SLATES:** Candidates are not allowed to campaign in a slate or as a team. This includes going door-to-door as a group, and appearing in promotional material, campaign literature, or videos for another candidate.

**CHALK:** Chalking or similar defacement on any building or sidewalk on the Victoria College campus will result in immediate disqualification.

**SLANDER:** Slandering campaigning by a candidate will result in immediate disqualification.

**RESULTS:** Candidates shall be contacted by the CRO with results as soon as they are available. A reasonable attempt will be made to notify each candidate via phone or text message as to the results of the election before the results are made public.

Results will be officially posted by Monday, April 1<sup>st</sup>, 2013 in Birge-Carnegie outside the VUSAC office as well as on the official VUSAC website.

**POLL CLERKS:** Poll clerks must attend the mandatory poll-clerk meeting on Monday, March 19<sup>th</sup>, 2013 at 9:15pm in the Birge-Carnegie Cat’s Eye. Should your poll-clerk be unable to attend, you may send a proxy in their place. You will receive one strike for every poll-clerk or proxy who does NOT attend the poll-clerk meeting.

Poll clerks must attend their ENTIRE poll-clerk shift. Failure to attend a shift will result in one strike per poll-clerk who does not attend their shift. Exceptions may be made for emergency circumstances. If your poll-clerk has an emergency during their shift, the candidate or the poll-clerk must notify the CRO as soon as possible. Poll-clerks are strongly recommended to sign-up for shifts which are not directly preceded or succeeded by classes or other time commitments, as they are responsible for the polling station for the full duration of their assigned hours.

**APPEALS:** Appeals regarding election results (including requests for recounts) may be made up to

forty-eight (48) hours after voting closes. Results are final after forty-eight (48) hours.

Appeals regarding warnings, strikes, or disqualifications may be made up to forty-eight (48) hours after the candidate in question is notified of the warning, strike, or disqualification. Any appeals received more than 48 hours after notification will not be accepted.

**REVIEW OF RULES:** A review of the above rules will be made at the All-Candidates Meeting on Wednesday, March 13<sup>th</sup>, 2013 at 9:00pm in the Birge-Carnegie Commuter Lounge. If a candidate is unable to attend, he or she MUST send a proxy and submit written explanation of their absence to the CRO mailbox by 5:30pm on March 15<sup>th</sup>.

**DISQUALIFICATION:** Failure to comply with any of the above may result in warnings or strikes (two warnings are equivalent to one strike). Disqualification from the elections will occur if a third strike is issued to a candidate. In the event of serious violations of the campaign rules (i.e. slanderous campaigning, campaigning during the election period, or budgetary violations), the CRO and the EAC reserve the right to immediately disqualify the candidate in question. Lesser events will be dealt with as per the above stated rules.

**VIOLATION OF RULES MAY RESULT IN PENALIZATION AS FOLLOWS:**

<b>Minor Offense</b>	=	<b>Warning</b>
<b>Major Offense</b>	=	<b>Strike</b>
<b>Serious Offense</b>	=	<b>Immediate disqualification</b>

**If a candidate is unsure of whether or not something may violate the campaign rules, and/or requires further clarification, contact the CRO BEFORE acting, otherwise penalties may result.**

**2013 VUSAC Spring Elections  
Summary of Dates and Procedures**

<b>Monday, March 4<sup>th</sup>, 2013</b>	Nominations Open at 9:30am
<b>Tuesday, March 5<sup>th</sup>, 2013</b>	Elections Information Session, 11am (Birge Cat's Eye)
<b>Thursday, March 7<sup>th</sup>, 2013</b>	Elections Information Session, 1:15pm (Birge Cat's Eye)
<b>Wednesday, March 13<sup>th</sup>, 2013</b>	Nominations Close at 5:30pm
<b>Wednesday, March 13<sup>th</sup>, 2013</b>	All-Candidates Meeting at 9:00pm (Birge Commuter Lounge)
<b>Wednesday, March 13<sup>th</sup>, 2013</b>	Campaigning begins at end of All-Candidates Meeting
<b>Friday, March 15<sup>th</sup>, 2013</b>	Candidate Statements due at 5:30pm
<b>Tuesday, March 19<sup>th</sup>, 2013</b>	Poll-Clerk Meeting at 9:15pm (Birge Cat's Eye)
<b>Wednesday, March 20<sup>th</sup>, 2013</b>	Town Hall / VOCA Dinner at 6:00pm (Birge Cat's Eye)
<b>Wednesday, March 20<sup>th</sup>, 2013</b>	Campaigning ends, 11:59pm
<b>Thursday, March 21<sup>st</sup>, 2013</b>	Voting begins at 12:01am on <a href="http://voting.utoronto.ca">voting.utoronto.ca</a>

<b>Friday, March 22<sup>nd</sup>, 2013</b>	Receipts and Financial Info due by 5:00pm
<b>Monday, March 25<sup>th</sup>, 2013</b>	Voting ends, 5:00pm
<b>Monday, March 25<sup>th</sup>, 2013</b>	CRO contacts candidates with results after 5:00pm
<b>Wednesday, March 27<sup>th</sup>, 2013</b>	Appeals period ends, 5:00pm
<b>Thursday, March 28<sup>th</sup>, 2013</b>	VUSAC meeting, 9:15pm
<b>Friday, March 29<sup>th</sup>, 2013</b>	Results posted outside the VUSAC office, VUSAC website
<b>Sunday, April 1<sup>st</sup>, 2013</b>	Outgoing VUSAC 2013-2013 dissolves
<b>Saturday, April 6, 2013</b>	New Leader Day

**REMEMBER!!!**

- Detach, complete, and return the last page of this package to the VUSAC office before 5:30pm on Wednesday, March 13<sup>th</sup>, 2013.
- Make sure you have e-mailed your candidate statement to [cro@vusac.ca](mailto:cro@vusac.ca) before 5:30pm on Friday, March 15<sup>th</sup>, 2011.
- Ensure all posters and materials are initialled by the CRO (Ashley Quan), the CLC (Samantha Hartlen), the ISLC (Catriona Brennan) or the RLC (Bergita Petro) before being photocopied.
  - The CLC, ISLC and RLC will be sporadically in and out of their respective offices daily so candidates may also drop by at their convenience to have their material initialled or, alternately, contact the CRO at [cro@vusac.ca](mailto:cro@vusac.ca) to set up a time for signing.
- The CRO will be available to answer questions and initial posters and material at the following times: after the All-Candidates Meeting, during the Town Hall and during office hours (10:00-11:00am on Mondays and 12:00-1:00pm on Thursdays) at the VUSAC office.
- Ensure your budget is accurate, and submitted to the CRO mailbox in the VUSAC office by Friday, March 22<sup>nd</sup>, 2013.

**NOTE TO PROSPECTIVE VUSAC MEMBERS** – Should you be elected, you will be expected to be available for the following:

- VUSAC Meeting: Friday, March 29<sup>th</sup> at 9:15pm
- New Leader Day: Saturday, April 6<sup>th</sup>

Good luck and happy campaigning!  
Ashley Quan

# Nomination Form

Victoria University Students' Administrative Council Spring Elections

PLEASE WRITE LEGIBLY

Candidate's Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Year of Study: \_\_\_\_\_

Position(s) Sought: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Nominators **MUST** be Victoria College Union Members

Name	Signature	Student Number
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**Please detach this page from your Nomination Package and return it BOTH SIDES COMPLETED to the CRO's mailbox in the VUSAC Office by 5:30pm on Wednesday, March 13th, 2013.**

*Please provide the contact information for three (3) poll clerks each of whom will be contacted to staff the polling stations on campus for at most a two-hour time period between Thursday March 21<sup>th</sup> and Monday March 25<sup>th</sup>, 2013, not including weekends. Ensure that your poll clerks are members of the Victoria College Union (VCU). Failure to provide poll clerks will result in **DISQUALIFICATION**.*

## **Poll Clerks**

**PLEASE WRITE LEGIBLY**

Name	Student Number	Phone Number	E-mail Address

**A MANDATORY poll-clerk meeting will occur on  
Tuesday, March 19th, 2013 at 9:15pm in the  
Birge-Carnegie Cat's Eye.**

Should your poll-clerk be unable to attend, they **MUST** send someone in their place. This person will serve as proxy (a candidate may proxy for their poll-clerk at this meeting). **The candidate is ultimately responsible to ensure that the poll-clerk receives all necessary information from the meeting and attends their designated poll-clerk shift during the election.**

Failure of a poll-clerk or proxy to attend the mandatory poll-clerk meeting may lead to strikes and possible disqualification. Failure of a poll-clerk to attend the entirety of their poll-clerking shift on campus during voting may lead to strikes and possible disqualification.

**Please detach this page from your Nomination Package and return it  
BOTH SIDES COMPLETED to the CRO mailbox in the VUSAC  
Office by 5:30pm on Wednesday, March 13th, 2013.**

## Appendix IV: Referenda Charter

# VUSAC Referenda Charter, Spring 2013

### CHIEF RETURNING OFFICER AND ELECTIONS & APPEALS COMMITTEE

- 1) These rules are issued by the Chief Returning Officer in accordance with and under the authority of the Victoria University Students' Administrative Council (hereby known as the VUSAC) Constitution, Bylaw 8, Section 2, subsection k.
- 2) The CRO shall enforce these rules and administer the referendum generally, and work with the Elections and Appeals Committee to continually ensure that their rulings are fair and transparent.
- 3) Consequences for violation of the Campaign Rules or Election Bylaw will be at the discretion of the CRO and may include:
  - a. Withholding of reimbursement for campaign expenses
  - b. Removal of campaign materials (including but not excluded to posters and banners) and deletion of electronic campaigning (including but not excluded to Facebook posts and websites)
  - c. Loss of opportunity to speak at the Town Hall
  - d. Disqualification of advocating committee members or entire advocating committees and a ban on any future campaigning
  - e. Note: The CRO will liaise with the Dean's Office if campaign conduct is found to be in violation of the *University of Toronto Student Code of Conduct*
- 4) In assessing penalties to advocating committees, the CRO will be guided by the VUSAC Election Campaign Rules, wherein:
  - a. a minor infraction warrants a warning (two warnings are equivalent to one strike)
  - b. a major infraction warrants a strike (three strikes are equivalent to a disqualification)
  - c. a serious offense warrants immediate disqualification.
- 5) Appeals regarding election results (including requests for recounts) may be made up to 48 hours after voting closes. Results are final after 48 hours. Appeals regarding warnings, strikes or disqualifications may be made up to 48 hours after the candidate in question is notified of the warning, strike or disqualification.
- 6) Decisions of the CRO may be appealed to the Election and Appeals Committee, as defined in the VUSAC Constitution, Bylaw 8, Section 5.
- 7) The referendum question shall be subject to final approval by the VUSAC on their meeting March 14 if the referendum is to be held in conjunction with the Spring 2013 Elections.

### VOTING & RESULTS

- 8) Voting shall take place from 12:00 AM on Thursday, March 21, 2013 until 5:00 PM on Monday,

March 25, 2013.

- 9) Voting shall take place online using the system provided by the administration of the University of Toronto at [voting.utoronto.ca](http://voting.utoronto.ca), at the discretion of the Chief Returning Officer.
- 10) All full-time undergraduates at Victoria College shall be eligible to vote.
- 11) Campaign coordinators will be notified of the results of the referendum as soon as they are available. A reasonable attempt will be made to notify coordinators via phone or text message as to the results of the election before they are made public.
- 12) The referendum shall be considered under Article V, Section 13, subsection d of the VUSAC Constitution: Referendum results shall be considered binding by the VUSAC for results in favour of the said referendum question by a majority of at least 15% of the VCU. Results in favour of the said referendum question by a majority (but less than 15% of the VCU) may not necessarily be considered binding by the VUSAC, upon the discretion of the council.
- 13) Notice of the referendum, including these rules, shall be posted in Wymilwood Cafe, the Birge Carnegie building, Caffiends, Old Vic, the Cat's Eye, Sidney Smith, every floor of every residence and on the VUSAC website. It shall also be sent to all Victoria College students by the administration.
- 14) Results of the referendum are final March 27, subject to the approval of the Elections and Appeals Committee.
- 15) Results will be officially posted Monday, April 1, 2013 in the Birge-Carnegie outside the VUSAC office and on the official VUSAC website.

#### ADVOCATING COMMITTEES

- 16) The CRO shall register committees authorized to promote the “yes” side to a referendum question, committees authorized to promote the “no” side to a referendum question, and non-partisan committees formed with the intent to propagate educational information about the referendum.
  - a. If in the event that more than one party provides notice of their intent to run a “yes” or “no” campaign either in favour or against the same question, the CRO shall strongly encourage that these parties merge into a single campaign.
- 17) An advocating committee must register with the Chief Returning Officer through the attached registration form by March 13 at 5:30 PM to the CRO's mailbox:
  - a. The full and official name of the advocating committee and their stance (“yes”, “no”, “non-partisan”)
  - b. The name, email address, telephone number and student number of the chief representative of the committee (hereby referred to as the campaign coordinator), who must be a full-time undergraduate student and member of the VCU
  - c. A minimum of 10 other campaign volunteers with names, email addresses, and student numbers
- 18) All campaign volunteers must be registered to an advocating committee as per the attached registration

form provided by the CRO. Campaign volunteers must be full-time undergraduate students and members of the VCU.

- 19) No party, individual or group, other than the registered advocating committee, shall advertise in any medium or post or distribute any material, for the purpose of supporting or opposing a referendum question.
- 20) Campaign coordinators are required to attend the mandatory All-Candidates Meeting on March 13 at 9:00 PM, or else send a proxy in their place. If a proxy is used, a written explanation of their absence must be submitted to the CRO's mailbox by 5:30 PM on March 13. Coordinators are responsible for catching themselves up on what was said at the All-Candidates Meeting if they do not attend.

#### BUDGETS

- 21) No advocating committee shall invest resources in any aspect of a particular referendum more than \$100. No more than \$40 may be spent on photocopied pages and flyers of all sizes and types. Overspending on budgets may result in disqualifications.
  - a. All materials will be assessed at fair market value in accordance with the VUSAC Elections Market Value Price Sheet.
  - b. Each committee will be reimbursed up to half of their campaign expenses.
- 22) All advocating committees must submit records of all campaign expenditures to the CRO's mailbox no later than Friday March 22, 2013 by 5:00 PM. Campaign expenditures include ALL expenses, free goods and services at estimated market value, and dated receipts for expenses during the campaign. Original receipts must be submitted whenever possible. Sources and amounts of campaign donations must be disclosed. Where receipts are unavailable, a fair market value will be provided for the product and shall be the lowest price, without discount or special concession.
  - a. The Elections and Appeals Committee reserves the right to withhold the results of any given referendum if receipts and expense records are not submitted.

#### CAMPAIGN SPACES

- 23) Neutral zones (where no postering or other campaigning, including verbal campaigning, may occur) include:
  - a. all libraries in the University of Toronto system
  - b. Burwash Dining Hall
  - c. VUSAC Office
  - d. Dean's Office
  - e. CLC/RLC Offices
  - f. Wymilwood Café (as defined as beginning at the doors at the bottom of the stairs)
  - g. Dons' Rooms (including doors, bulletin boards)
  - h. any construction sites (including Wymilwood/Goldring Center fencing)



- 24) All posters or banners MUST be initialled by the CRO (Ashley Quan), the Campus Life Coordinator (Samantha Hartlen), International Student Life Coordinator (Catriona Brennan) or the Residence Life Coordinator (Bergita Petro). Without initials, the posters will be removed immediately, and campaigns will be subject to penalties.
  - a. Posters may be initialled at the All-Candidates Meeting on March 13, 2013 at 9:00 PM or during the CRO's office hours from 10-11 AM on Mondays and
- 25) A maximum of 1 poster per residence floor (for Rowell Jackman Hall, Margaret Addison Hall, and Annesley Hall) or house (for Upper and Lower Burwash)
  - a. This means you need the following numbers if you plan to put one on every floor or in every house: RJ (8), Marg Ad (6), Upper Burwash (4), Lower Burwash (4), Annesley (3)
  - b. Please note: Bowles Gandier counts as 1 residence house
  - c. Please note: the wall facing the east Burwash Dining Hall entrance is North House
- 26) A maximum of 10 posters in each of the following buildings:
  - a. Birge-Carnegie (including The Cat's Eye and Commuter Lounge, as well as Emmanuel College for the purposes of these elections)
  - b. Old Vic (including Caffiends)
- 27) Posters may not be placed on lampposts, trees, subway stations, glass doors and other property not belonging to the University of Toronto or Victoria University.
- 28) Limited online campaigning is permitted.
  - a. Profile pictures, statuses and notes are allowed. Facebook pages, events, or groups created by the advocating committees are not permitted. If campaigning occurs via Facebook, the candidates must add the CRO (Ashley Quan) as a friend, and tag the CRO in all election-related notes or photos. Profile pictures must be changed by 11:59 PM on Wednesday March 20, 2013.
  - b. A Facebook event and group for the referenda shall be created and monitored by the CRO, and committees are encouraged to invite others to said events/groups and post on these groups.
  - c. All Twitter posts must include the hashtag #VICREFERENDA.
  - d. One website per advocating committee is permitted, and any hosting costs must be included in campaign expenditures. Websites cannot be linked to any Victoria University affiliated club, levy or organization.
  - e. Any other plans for online campaigning not included in this list should first be discussed and cleared by the CRO.
- 29) Chalking or similar defacement on any building or sidewalk on the Victoria College campus will result in immediate disqualification.
- 30) During the referendum period, the advocating committees will have an opportunity to make an oral

presentation to the VCU, whether in the form of a debate or question and answer session, during the VUSAC Elections Town Hall.

- 31) The use of pre-existing listservs (such as VUSAC caucus list, or listservs of any VUSAC-recognized groups) for campaign purposes and campaigning by VUSAC-recognized groups or levies at events or activities hosted by these groups is permitted ONLY for VUSAC-recognized groups that are campaigning to increase their levy or become a levy receiver, not for the referendum regarding the rerouting of funds from the UTSU to VUSAC.
- 32) Dons and other staff members of Victoria University (including Food Service employees and Registrarial staff) are not permitted to register as campaign volunteers, nor endorse or appear in campaign literature, posters or other promotional material.
- 33) Students who are current VUSAC members, running for a position on VUSAC or a Victoria College governing council position, assessor members to VUSAC (including Levy Heads, Orientation Co-Chair, Governing Council Student Coordinators, Building Presidents and UTSU Directors) may register as campaign volunteers or coordinator as private individuals, but may not campaign in their official capacities (which includes, but is not limited to, using official resources such as printers or computers for campaigns, stating their position when acting on behalf of the campaign, or appearing in campaign literature in official clothing such as sweaters).

#### CAMPAIGNING CONDUCT

- 34) No registered advocating committee shall advertise in any medium, or post or distribute any material, unless the advertisement or other material identifies that committee and indicates that the advertisement is authorized and approved by the CRO.
- 35) No one, whether a member of a registered advocating committee or otherwise, shall make any statement or fact either in support or opposition to a referendum question, without evidence substantiating that statement of fact to the satisfaction of the CRO.
- 36) All campaigning shall take place in accordance with rules of fair play. Breaking the rules of fair play includes, but is not limited to, breaching general accepted community standards, libel, slander, general sabotage of the campaigns of other sides, impersonation, malicious and/or intention breach of elections policies, harassment, attempts to undermine the referenda process, misrepresentation of facts, or the use of racist, sexist, hateful or otherwise oppressive language.
- 37) No active campaigning or distribution of campaign material shall take place prior to the start of the campaigning period on Wednesday, March 13, 2013 at the end of the All-Candidates Meeting or after the end of the campaigning period on Wednesday, March 20 at 11:59 PM.
- 38) All persons involved in campaigning are responsible for their actions and any violations these rules that stem from such actions.
- 39) It is the responsibility of the advocating committee(s) to ensure that all campaign tactics, materials, and/or advertisements conform to these rules, Elections ByLaw, as well as municipal provincial and

federal laws. Campaign displays and the distribution of literature are also subject to the rules and regulations of the University of Toronto publication *Procedure on Distribution of publications, posters, banners at the University of Toronto. Revised September 1998* as well as individual campuses and residences.

## Referendum Advocacy Committee Registration Form

**Advocacy Committee Name:** \_\_\_\_\_

**Stance on Referendum Question (“yes,” “no,” “non-partisan”):** \_\_\_\_\_

***Campaign Coordinator Information (must be a member of the Victoria College Union):***

**Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

***Campaign Volunteers (must be members of the Victoria College Union) (further volunteers may be registered via the Referendum Campaign Volunteer Registration Form):***

Name	Student Number	Email Address	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Detach this page from the Referenda Charter and return it to the CRO’s**

mailbox in the VUSAC office by 5:30 PM on Wednesday, March 13, 2013.

## Referendum Campaign Volunteer Registration Form

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Student Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Advocacy Committee Name: \_\_\_\_\_

Stance on Referendum Question (“yes,” “no,” “non-partisan”): \_\_\_\_\_

Campaign Coordinator Signature: \_\_\_\_\_

**Detach this page from the Referenda Charter and return it to the CRO’s mailbox in the VUSAC office by 5:30 PM on Wednesday, March 13, 2013.**

### Appendix V: Market Value Sheet

#### Market Value Price Sheet for VUSAC Spring Elections 2013

Market value is assigned by the CRO – candidates may find cheaper copies or printing service elsewhere, but are required to submit a list (including receipts) detailing the number of copies printed and other services used so they may be assessed at market value. **For purposes of fairness between candidates, budgets will be determined by the market value assigned by the CRO listed below, NOT by the actual prices paid by candidates (including printing at home).**

Reminder about budgets: candidates may spend a total of \$25 on their campaigns, with a maximum of \$10 dedicated to printed or photocopied pages and flyers of all sizes and types. Presidential candidates and advocacy campaigns may spend a total of \$100 on their campaigns, with a maximum of \$40 dedicated to printed or photocopied pages and flyers of all sizes and types. Any goods or services received for free or at discounted prices must be included in the list of expenses. You must submit a budget to the CRO’s mailbox by Friday, March 22<sup>th</sup> at 5:00pm. You must still submit a budget even if you do not have any expenses. Budgetary violations are a serious offense and may result in immediate disqualification.

Item	Market Value
4.25” x 5.5” - Black and White	\$ 0.05 per page
4.25” x 5.5” – Colour	\$ 0.20 per page
8.5” x 5.5” - Black and White	\$ 0.10 per page

8.5" x 5.5" – Colour	\$ 0.40 per page
8.5" x 11" - Black and White	\$ 0.15 per page
8.5" x 11" – Colour	\$ 0.60 per page
8.5" x 14" - Black and White	\$ 0.25 per page
8.5" x 14" – Colour	\$ 1.00 per page
11" x 17" - Black and White	\$ 0.50 per page
11" x 17" – Colour	\$ 2.00 per page
Hand-outs (Candy, Drinks, etc)	Cost paid by candidate
Banner Making Materials (Paint, Fabric, etc)	Cost paid by candidate

#### NOTES

- This list is not comprehensive; candidates with unusual or unlisted budget items should contact the CRO at [cro@vusac.ca](mailto:cro@vusac.ca) to determine budget procedures if any uncertainty exists.
  - For any of the above listed page prices, add \$0.05 per page if cardstock or glossy paper is used.
- Reminder of postering rules:
- Maximum 10 posters in the Birge-Carnegie (including Cat's Eye and Commuter Lounge)
  - Maximum 10 posters in Old Vic
  - Maximum 1 poster per residence floor or house, including outside walls and doors (total of 25 for all the residences combined)
  - See the election package for a full list of rules, neutral zones, etc.
  - Remember to get any posters signed by the CRO, CLC, or RLC **before** photocopying them!

## Appendix VI: Sample Budget

**Candidate Name: Ashley Quan**

**Position Sought/Referendum Committee Representing: Sustainability Commissioner**

**# of Receipts Attached: 3**

Printed Material				
Category	Units	Price Per Unit	Cost	Notes
11x17, Colour	3	\$2	\$6	Receipt attached (Vic Xpress)

<b>8.5x11, B&amp;W Ink on Coloured Paper</b>	<b>20</b>	<b>\$0.15 + \$0.05 = \$0.20</b>	<b>\$4</b>	<b>Cut up into cards to hand out; no receipt (printed it out at home)</b>
<b>Total:</b>			<b>\$10</b>	

*(all candidates except Presidential candidates must have been under \$10 in this section; Presidential candidates and referendum committees have up to \$40)*

<b>Other Items</b>		
<b>Item</b>	<b>Cost (Including Tax)</b>	<b>Notes</b>
<b>Cloth (banner)</b>	<b>\$5.25</b>	<b>Receipt attached (Fabricland)</b>
<b>Paint (banner)</b>	<b>\$2.26</b>	<b>Market value for two small acrylic paints (price at Dollarama) that I had at home already</b>
<b>Sparkles (banner)</b>	<b>\$1.13</b>	<b>Receipt attached (Dollarama)</b>
<b>Total:</b>	<b>\$8.64</b>	

<b>Total Budget</b>	
<b>Printed Material</b>	<b>\$10</b>
<b>Other Items</b>	<b>\$8.64</b>
<b>Grand Total:</b>	<b>\$18.64</b>

*(total budgets must not exceed \$25 for all candidates except Presidential candidates and \$100 for Presidential candidates and referendum committees)*

## **Appendix VII: Appeals Form**



## Appendix VIII: Referenda Questions

### ***UTSU Referendum Question:***

#### PREAMBLE

All full-time undergraduate students at Victoria College are members of both the University of Toronto Students' Union and the Victoria College Union. The Victoria University Students' Administrative Council is asking full-time undergraduate students whether they wish to have the fees that they currently pay to the University of Toronto Students' Union diverted to Victoria College and the Victoria University Students' Administrative Council.

In the event that this happens, the Victoria University Students' Administrative Council and Victoria College would commit to use such fees to provide services similar in many respects to those currently provided by the University of Toronto Students' Union, including dental and prescription drug insurance coverage, clubs funding, grants, bursaries and certain discounted bulk purchases.

*You currently pay the following per semester fees to the University of Toronto Students' Union (UTSU):*

<b>1. Accident &amp; Prescription Drug Insurance Plan</b>	<b>62.73</b>
<b>2. Dental Insurance Plan</b>	<b>56.52</b>
<b>3. Operations</b>	<b>17.34</b>
4. Canadian Federation of Students & CFS-Ontario	7.28
5. Student Commons	6.77
6. Downtown Legal Services	1.50
7. Women's Centre	1.50
8. Students for Barrier Free Access	1.00
9. Wheelchair Accessibility Projects	1.00
10. Student Refugee Program	0.66
11. Day Care Subsidy	0.50
12. Ontario Public Interest Research Group	0.50
13. Orientation	0.50
14. U of T Environmental Resource Network	0.50
15. BikeShare	0.25
16. Cinema Studies Students' Union	0.25



17. Health Initiatives in Developing Countries	0.25
18. Sexual Education & Peer Counseling Centre	0.25
19. Radical Roots	0.15
20. Blue Sky Solar Racing Team	0.13
21. Foster Children Program	0.05

**QUESTION:**

Are you in favour of paying fees 1, 2, and 3 – totalling \$136.59 – to the Victoria University Students’ Administrative Council via the Victoria University instead? All other fees would continue to be paid to their respective organizations.

***Humanitas Referendum Question:***

HUMANITAS is Victoria University’s Undergraduate Journal for the Humanities with a print run of approximately 300 copies. HUMANITAS operates as a platform from which Victoria’s students can share their most accomplished academic work; HUMANITAS publishes undergraduate papers from a variety of topics and disciplines, enabling students studying in the humanities the opportunity to share their scholarship in a formal medium.

HUMANITAS is seeking a levy from registered Victoria College students of \$0.95 from full-time students and \$0.47 from part-time students in order to enhance its operations, widen its distribution, and increase participation within the Victoria College community. Since its inception, HUMANITAS has been steadily distinguishing itself as an integral part of the Victoria University academic culture. We hope to continue our growth as a publication, and as an accessory to campus life.

Are you in favour of granting student levy status to HUMANITAS as per the preamble?

***VCDS Referendum Question:***

The VCDS currently receives \$3 from each full-time student, and \$1.50 from each parttime student. Though their required spending matches that of The Strand and VCAA, their funding comes to half of what these two levies each receive annually. On top of this, the newly instated student Bader fees have added \$15,000 of expense annually to the VCDS budget. Given this significant increase in costs, VCDS is asking for a levy referendum that would ask for \$6 from each full-time student, and \$3 from each part-time student – which would make the VCDS levy match those of The Strand and VCAA. Do you support this referendum?

***WUSC Referendum Question:***

Do you support an increase in the student levy for the World University Service of Canada (WUSC)'s Student Refugee Program, which sponsors a refugee student to study at Vic and resettle in Canada, of

\$1.50 per full-time student? This raises the levy from \$3.50 to \$5.00.

### WUSC Finances

Revenue		Expenses	
Levy (\$3.50p.c.)	\$11,550	SRP Contribution Fund	\$3,000
		Flight to Canada	\$3,000
		Stipend to sponsored student	\$6,200
		Set-up of room, etc.	\$ 750
		Residence Fees	\$7,200
		Meal Plan	\$3,500
		Tuition	\$7,200
<b>TOTAL:</b>	\$11,550	<b>TOTAL:</b>	\$30,850

**SRP Contribution Fund:** This is a mandatory contribution to WUSC central in order to offset some of the cost associated with getting the student to Pearson airport – administering and evaluating tests in the camps, providing extra language assistance and cultural training, completing tests and checks required by Canadian Immigration, etc.

**Flight to Canada:** Flights to Canada are provided to the student by the Canadian government on a cost-recovery basis, so that they are billed for the ticket approximately three months after they land. Because the student obviously does not have the resources to repay this, it is the legal responsibility of our Local Committee to cover this.

**Stipend:** This stipend is disbursed over a 12-month period. Not only is some amount of financial support legally required, it is vital that the student have some discretionary income as well as that s/he be able to open a bank account to prepare for financial independence the following year.

**Set-up of Room:** This includes the cost of outfitting a room for the student – the student comes with almost nothing, so everything from bedding to pencils to toothpaste needs to be provided by the WUSC Committee.

**Residence and Meal Plan:** Living in residence in first year is vital to the program. In Canada, the student is removed from all his/her traditional support systems (family, friends, etc.) and must adapt to a

new country and vastly new way of life as well as starting classes. With so many stressors, living in a community with other students not only helps integrate the student into life at Vic, it also provides access to new support networks (don, other students).

*Shortfall:* In past, the shortfall has been made up through emergency support from the Dean's Office, Registrar, and other Vic bodies. However, given that the sponsorship process begins the November before the student arrives, it is imperative that the Committee have access to a stable, reliable source of designated funding. For this reason, we are going to referendum to increase our levy from \$3.50 per capita to \$5.00 per capita, decreasing our shortfall from about \$19,300 to \$14,350 and substantially improving the sustainability of the Student Refugee Program at Vic.

## **Appendix IX: Voting Trends**

GRAPH

## Appendix X: Historical Voting Data

VUSAC Elections, 2005-2013						
Election	Turnout	Raw Votes	VCU Size (FT + PT + ProFacs)	Voting Period	CRO	
Spring 2013	14.07%	500	3553 (3188 + 218 + 147)	5 Days (R-M)	Ashley Quan	
Fall 2012	~10%	364	?	4 Days (S-T)	Donna Liao	
Spring 2012	14.28%	510	3571 (3147 + 259 + 165)	5 Days (S-W)	Rob Rubbini	
Fall 2011	14.26%	517	3625 (3176 + 286 + 163)	2 Days (T-W)	Rob Rubbini	
Spring 2011	11.82%	410	3470 (? + ? + 188)	4 Days (F-M)	Naafia Mattoo	
Fall 2010	~17%	?	?	?	Jess Gu	
Spring 2010 (2)	~16%	540	?	2 Days (W-R)	Carlo Vinco	
<i>External CRO Instituted</i>						
Spring 2010 (1)	~17%	?	?	2 Days (R-F)	Catherine Brown	
Fall 2009	20.60%	711	3452 (?)	2 Days (R-F)	Gill Gallimore	
Spring 2009	~20%	701	?	?	James Janeiro	
Fall 2008	~16%	?	?	2 Days (R-F)	Dora Chan	
Spring 2008	?	?	?	2 Days (R-F)	Emily Ratsep	
Fall 2007	?	?	~3398 (~3028 + ~265 + 105)	?	Michelle Boodhoo	
Spring 2007	?	?	?	2 Days (R-F)	Emily Ratsep (w/ Kayley Collum)	
<i>Electronic Voting Implemented. Internal VUSAC CRO Instituted.</i>						
Fall 2006	?	?	?	?	James Janeiro	
Spring 2006	?	?	?	?	James Janeiro	
<i>External CRO Instituted</i>						
Fall 2005	?	?	?	?	Kristen Munro	
Average*						
	15.55	531.625	3511.33			
Median*						
	~16%	513.5	3511.5			
*Only Includes Data Presented Above						
<b>Other Victoria College Votes and Referenda</b>						
Vote Topic	Turnout	Raw Votes	VCU Size (FT + PT + ProFacs)	Voting Period	CRO	
Spring 2013	UTSU Fees Referendum	11.95%	381	3188 (n.b. only FT)	5 Days (R - M)	Ashley Quan
	WUSC Levy Increase	11.74%	417	3553 (3188 + 218 + 147)	5 Days (R - M)	Ashley Quan
	VCDS Levy Increase	11.74%	417	3553 (3188 + 218 + 147)	5 Days (R - M)	Ashley Quan
	Humanitas Levy Creation	11.74%	417	3553 (3188 + 218 + 147)	5 Days (R - M)	Ashley Quan
Fall 2011	Strand Board of Directors	5.27%	191	3625 (3176 + 286 + 163)	2 Days (T-W)	Rob Rubbini
Spring 2011	Traditionals Survey	10.55%	366	3470 (? + ? + 188)	4 Days (F-M)	Naafia Mattoo
	Vic Pride Levy Creation	11.38%	395	3470 (? + ? + 188)	4 Days (F-M)	Naafia Mattoo
Spring 2010	Strand Levy Increase	?	?	?	2 Days (R-M)	Akash Goel
March 16-17 2009*	GSC Fee Option Referendum	~7%	232	?	2 Days (M-T)	Tim Tang
Spring 2008	Referendum to Tie All Levies to Inflation	?	?	?	?	?
March 5-6 2008*	VUSAC Levy Increase	16.7%	543	?	2 Days (W-R)	Craig Ruttan
March 5-6 2008*	Referendum to Tie All Levies to Inflation	16.7%	543	?	2 Days (W-R)	Craig Ruttan
March 5-6 2008*	Caffiends Levy Creation	16.7%	543	?	2 Days (W-R)	Craig Ruttan
Fall 2007	VUSAC Levy Increase	~13%	440	~3398 (~3028 + ~265 + 105)	?	Emily Ratsep
February 2007*	Mandate Review Survey	>8%	>275	?	>7 Days (?-W)	?
* Votes not held concurrently with Elections						